

Missouri Office of Information Technology

Information Technology Purchasing Policy	Document Number: ITGS0014
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1.0 Purpose

This policy directive obligates State of Missouri agencies to institute a policy that requires purchases of Information Technology goods and/or services to be approved by the agency CIO or equivalent position, for the SAM II Information Technology Object Codes, Attachment A, approved by the Financial Management Advisory Committee (FMAC) and the Information Technology Advisory Board (ITAB).

A second obligation of this policy directive is for all agencies to assign a unique Organization Code for their Information Technology divisions or units.

2.0 Scope

The scope of the Information Technology Purchasing Policy applies to all State of Missouri governmental agencies.

3.0 Background

In an effort to determine actual IT expenditure cost for the State of Missouri, FMAC and ITAB approved the SAM II Object Codes for Information Technology purchases, Attachment A. Use of those codes began in FY 2004.

4.0 References

- OIT Website
 - <http://oit.mo.gov/>
- ITAB Website
 - http://oit.mo.gov/itab/ITAB_MAIN.html

5.0 Revision History

Date	Description of Change

6.0 Definitions

Authority Source: Executive Order 03-26

http://sos.mo.gov/library/reference/orders/2003/eo03_026.asp

7.0 Inquiries

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Summary

Recommendation

Attachment A

Object Code	Object Name	Object Extended Description
2376	INFORMATION TECHNOLOGY SUPPLIES	Information Technology items such as paper and other consumables for large printers, magnetic tapes and optical platters for data storage, miscellaneous cables, and other consumables used in data center or information technology hub operation.
2406	NETWORK CIRCUIT LINE CHARGES	Charges for the monthly billing of Data Processing lines and circuits. This includes charges paid to OA or Telecommunication Providers.
2409	INTERNET CHARGES	Charges for the monthly billing of Internet services.
		* Note On-line Subscriptions should be coded as 2268 Publications and Subscriptions
2490	SDC MAINFRAME USAGE CHARGES	Includes expenditures for the cost of SDC Technical services such as CPU time for activities like SAMII charges and shared mainframe usage.
2493	IMAGING SERVICES	Includes expenditures for the cost of all types of imaging services such as computer imaging or microfilm and microfiche services. (Refer to object code 2262 for Microfiche and Microfilm Supplies.)
2540	INFORMATION TECHNOLOGY OUTSOURCING	Includes expenditures for all information technology outsourcing. Typically the vendor will be responsible for a specific IT functions on a long-term basis.
2541	INFORMATION TECHNOLOGY CONSULTING AND SERVICES	Includes expenditures for all types of IT consulting but does not include the outsourcing of IT functions. Specifically includes the charges to support the State CIO office. Also includes the expenditures for services such as system analysis, software development, and data entry. Typically on a sort-term basis.
2580	COMPUTER HARDWARE REPAIR AND MAINTENANCE	Includes expenditures for services to repair and maintain all Information Technology hardware including IT network, communication, and infrastructure equipment.
2583	COMPUTER SOFTWARE MAINTENANCE, LICENSES, AND SUBSCRIPTION FEES	Includes expenditures for the yearly maintenance, licenses or subscription fees for computer programs, utilities, and other computer logic instructions generally described as software. This does not include one-time or first-time purchase of software.
2685	UNDER THRESHOLD-COMPUTER EQUIP	This is for items under \$1,000 not to be tracked through the fixed asset sub-system.
2700	NON MAINFRAME COMPUTER EQUIPMENT OVER THRESHOLD	Includes expenditures for the purchase of microcomputers, servers, desktops, laptops, printers, monitors, and all other non mainframe equipment.

2701	IT NETWORK AND COMMUNICATION EQUIP. OVER THRESHOLD	Includes expenditures for Information Technology networking, infrastructure, and communication equipment over \$1000.
2703	MAINFRAME EQUIPMENT OVER THRESHOLD	Includes expenditures for mainframes, disk drives, tape drives, and other peripheral equipment attached to mainframes.
2706	NON-MAINFRAME COMPUTER SOFTWARE	One time purchase or initial acquisition of already developed computer programs, utilities, and other computer logic for non-mainframe computers only.
2707	MAINFRAME COMPUTER SOFTWARE	One time purchase or initial acquisition of already developed computer programs, utilities, and other computer logic for mainframe computers only.
2883	MAINFRAME COMPUTER EQUIP LEASES, CAPITAL	Capital leases of mainframe computer related equipment.
2884	NON MAINFRAME COMPUTER EQUIP LEASES, CAPITAL	Capital leases of all non-mainframe computer related equipment including Information Technology networking, and infrastructure.
2895	MAINFRAME COMPUTER SOFTWARE LEASES	Leases of Mainframe software only.
2896	NON MAINFRAME COMPUTER SOFTWARE LEASES	Leases of any Non - Mainframe software only. This does not include yearly license, subscription, or maintenance fees.
2919	SHORT TERM COMPUTER EQUIPMENT RENTALS	Operating leases or short-term rental of computer related equipment. Includes, personal computers, modems, printers, core storage, input/output equipment, data entry equipment, and related equipment.